

City of Helotes

External Job Announcement

Part-time Police Department Administrative Assistant

DEPARTMENT: Police.
STARTING SALARY: \$13-\$15 hr.
OPEN DATE: 3/26/2014
CLOSING DATE: 4/09/2014 @ 5 pm

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General Statement of Duties:

Perform secretarial functions requiring discretion and specialized knowledge; type forms, charts, statements, confidential investigations, letters, and memos prepared for departmental personnel; assist the public with questions, in person and by phone; operate personal computer, typewriter, calculator and other office equipment; screen telephone calls and write and forward messages; make and distribute copies of reports and memos; file and sort mail, order and maintain inventory of supplies, file documents and perform various other secretarial duties as required; read computer screen and other written data on a personal computer and typewriter, enter data into computer.

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Examples of Work:

Converse fluently in English and read and write English, read, write and understand written instructions, reports, documents; responsible for assigned area and equipment; interact with public and other City employees in a pleasant, efficient manner, regarding dissemination of information on a daily basis; plan and schedule work independently in the absence of specific instructions or supervision; follow written or verbal instructions and complete assigned tasks as directed; maintain confidentiality of all pertinent police department requirements; use tact, diplomacy and discretion as required; complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly and with correct grammar and spelling; sit for extended periods of time while filing, answering the telephone or inputting data into the computer; and any other duties that may be assigned.

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Minimum Knowledge, Skills and Abilities:

Two years secretarial or clerical experience desirable; be familiar with general office operations including typing (60 wpm), filing, posting, record maintenance, use of basic office equipment, multi-line phone answering, operate 10 key calculator; knowledge of data and word processing and spreadsheet program is desirable; maintenance of good physical health and mental health.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:

High School diploma or GED. Must be bondable.

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Physical Standards

Subject to sitting, standing, reaching, walking, twisting, able to lift up to 30 lbs and kneeling to perform the essential functions. All employees are subject to random drug testing.

Work Location:

12951 Bandera Road, Helotes, TX 78023

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This job description is not an employment agreement or contract.

Management has the exclusive right to alter this job description at any time without notice.

Helotes is EOE

Send application and resume by regular mail, email or fax #210-695-6520.